

ROUTING AND RECORD SHEET					
SUBJECT: (Optional) Briefings, Displays, and Publications for Employees					
FROM: DC/PD/OL <i>16</i>		EXTENSION	NO. OL 12089-84		
			DATE 26 June 1984		
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
	RECEIVED	FORWARDED			
1.					
2. C/IMSS/OL			<i>Jo</i>		
3.					
4. <i>John</i>					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					


STAT

STAT

26 JUN 1984

MEMORANDUM FOR: Chief, Information and Management Support Staff, OL

FROM:

  
Deputy Chief, Procurement Division, OL

SUBJECT: Briefings, Displays, and Publications for Employees

REFERENCE: Multi-adse memo fm C/IMSS, dtd 12 June 84, same subject, OL 4117-84

1. Procurement Division has no major unilateral activities or programs to "get the word out" to Agency employees on procurement matters. Our actions in this area consist of the following:


a. Occasional symposiums and seminars with the COTR's and management personnel of our major customers (i.e., OTS, OSO, and COMMO). The purpose of these get togethers is to review current problem areas, refine procedures, and resolve policy issues.

b. Participation in the regularly scheduled Procurement Policy Panel meetings sponsored by PMS/OL.

c. Contribute items of interest to D/OL weekly staff notes publication.

d. Provide agenda items and participate in D/OL quarterly meeting with Logistics officers.

2. Regards future plans, we intend to implement a program (time and work load permitting) to increase the personal contact between our procurement officers and their prime customers (i.e., component Logistics officers and COTR's). We will request that every professional employee in PD set aside at least one day each month to visit their major customers (in the customers own offices). The agenda for these meetings would be unstructured and the purpose is simply to establish and maintain personal contact with our customers in order to educate them on problem areas we have in responding to their requests and conversely gain an appreciation and understanding of the problems they have in obtaining service from us.

  
OL 12089-84

STAT

STAT